

15 June 1955

OFFICE OF PERSONNEL MEMORANDUM NO. 20-110-6

SUBJECT: Personnel Career Board

RESCISSIONS: a. OPM No. 20-110-3 (6-54) Personnel Career Service Board, dated 25 January 1954

b. OPM No. 20-110-4, Personnel Career Planning Committee, dated 6 April 1955

### 1. General

This memorandum constitutes the Charter of the Personnel Career Board (PCB). The organization, responsibilities, and functions of the Board, the Executive Committee of the PCB, and the Planning Panel (PP) are set forth herein. The PP is a subordinate Panel of the Board to assist the Head of the Personnel Career Service in implementing the personnel career program for members of the Personnel Career Service (PCS).

### 2. Policy

a. The Board is responsible for advising the Head of the Personnel Career Service on personnel management matters and on the application and functioning of the CIA career program as it applies to the members of the PCS.

b. The Executive Committee of PCB acts for the Board when it is impracticable to call a full meeting of the Board. All recommendations of the Executive Committee made to the Head of the Personnel Career Service are subject to review by the Board.

c. The Executive Committee will ensure that Chiefs of Staffs and Divisions of the Office of Personnel are advised when the Executive Committee or the Board recommends to the Head of the Personnel Career Service reassignment actions which affect individuals or positions under their jurisdiction.

### 3. Organization

a. The Personnel Career Board

#### (1) Chairman

The Deputy Director of Personnel serves as Chairman of the Board. In his absence, the Executive Officer shall serve as Chairman.

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(4)

(a) Permanent Member Ex-Officio  
Director of Personnel

(b) Permanent Members

Deputy Director of Personnel  
Special Support Assistant  
Deputy Director of Personnel for Planning  
and Development  
Chief, Contract Personnel Division  
Chief, Insurance and Casualty Division  
Chief, Personnel Assignment Division  
Chief, Personnel Procurement Division  
Chief, Position Evaluation Division  
Chief, Records and Services Division

(c) Alternate Members

In the absence of one of the permanent members of the Board, he may be represented by his designated alternate.

(d) Nonvoting Members

Executive Secretary  
Chairman of PP

(3) Meetings

(a) The Board meets biweekly or at the call of the Chairman either on his initiative or upon the recommendation of any member of the Board.

(b) Four permanent members of the Board shall constitute a quorum.

(c) Agenda, minutes, and addenda of each meeting will be distributed to all members of the Board.

b. The Executive Committee of the PCB

(1) The Executive Committee of the PCB is a rotating committee composed of three members of the Board and appointed by the Chairman of the Board. Appointment will be for six months and rotating members will serve on a staggered basis with one member retiring every two months.

(2) The Chairman of the Executive Committee of the PCB is appointed by the Chairman of the Board and calls meetings of the Committee when it is necessary.

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**c. The Planning Panel**

The PP is composed of the individuals occupying the following positions:

Deputy Chief for Support, PAD---Chairman  
Deputy Chief for Clandestine Services, PAD---Member  
Deputy Chief, PED---Member  
Career Management Officer for Personnel---Member  
Executive Secretary of PCB---Secretary

**4. Functions**

**a. The Personnel Career Board**

The Board advises the Head of the Personnel Career Service in matters pertaining to:

(1) The development of policies and procedures for the Personnel Career Service in consonance with the Agency career program, and

(2) The implementation of the personnel career program for PCS members. In the performance of this function, the Board will review and make recommendations on the following:

(a) All applications for membership in the CIA Career Staff.

(b) All applications for participation in the Junior and Senior Development Programs for members of the PCS.

(c) Requests for participation in Agency-sponsored training in non-CIA facilities.

**b. The Executive Committee of PCB**

As desired by the Head of the Personnel Career Service or by the Chairman of the Personnel Career Board, the Executive Committee makes recommendations on the following:

(1) Requests for personnel actions to appoint, promote, reassign, demote, and separate members of the PCS.

(2) The reassignment of qualified PCS personnel to vacancies in the Agency. Such reassignments may be proposed to implement the approved rotation and reassignment plans for members of the PCS.

(3) Individual Career Development Plans for members of the PCS.

(4) Requests for changes in Service Designations of members of the PCS.

c. The Planning Panel

As requested by the Head of the Personnel Career Service or by the Chairman of the Personnel Career Board, the PP performs the following functions:

(1) Develops, for approval by the Head of the Personnel Career Service, a system (including recommendations as to allocating responsibilities and as to procedures) for accomplishing orderly and realistic individual career planning for members of the Personnel Career Service.


(2) Develops, for approval by the Head of the Personnel Career Service, systems (including recommendations as to allocating responsibilities and as to procedures) of rotation among positions in the Personnel Career Service which are calculated to serve both the best interests of the Agency and of the individual.

(3) Recommends, for approval by the Head of the Personnel Career Service, nominees to fill existing vacancies in the Personnel Career Service or in other services where appropriate.

(4) Recommends, for approval by the Head of the Personnel Career Service, the timely reassignment of returnees from overseas assignments.

(5) Develops, for approval by the Head of the Personnel Career Service, plans affecting the means for staffing the Personnel Career Service on a continuing basis.

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Harrison G. Reynolds  
Director of Personnel

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